

**Military Sealift Fleet Support Command
Training Information Bulletin 03-2011**

**Wiper Advancement Program
(WAP)**



Prepared by: Military Sealift Fleet Support Command,
CIVMAR Workforce Development Division,
CIVMAR Training Branch

July 2011

MSFSC TRAINING INFORMATION BULLETIN
WIPER ADVANCEMENT PROGRAM

Ref: (a) MSFSC 7200.1 series

Encl: (1) CIVMAR Training Request Form, MSFSC Form 12410/60A (Rev. 12-09)
(2) Continued Service Agreement, MSFSC 12410/5 (Rev 3/11)
(3) QMED Upgrade and STCW Application Check-Off List, MSFSC Form 12410/53 (Rev. 2-10)
(4) Application for License and Merchant Mariner's Credential (CG 719B, Rev 03/04)
(5) WAP Advancement Program Service Agreement, MSFSC 12410/53 (Rev. 02/10)

1. Purpose. Military Sealift Fleet Support Command (MSFSC) has developed the Wiper Advancement Program (WAP) Training Information Bulletin to provide the necessary information and guidance to shipboard managers, MSFSC Wipers and their Engine Marine Placement Specialist regarding the WAP. It provides the training requirements, policies, and application procedures for participation in the program. The MSFSC WAP offers a career opportunity and promotion path for deserving Wipers that are required to complete the WAP within 18 months, in accordance with the WAP agreement they signed when they were hired or promoted to a Wiper. MSFSC has developed this internal WAP to ensure there are enough Engine Utility personnel to meet current and future manning needs.

2. Background. The WAP Coordinator is located in the Civil Service Mariner (CIVMAR) Training Branch (N131) and centrally manages the WAP. The WAP Coordinator will:

a. Work closely with the Wiper and their Chief Engineers, and with the Wiper, MPS and assistants.

b. Review the applicant's training history, engine sea time, Standards of Training Certification Watchkeeping (STCW) 95 certificate with Rating Forming Part of an Engineering Watch (RFPEW) endorsements and recommend paths to satisfy any shortfalls.

c. Coordinate all required training associated with the upgrade upon receipt of a CIVMAR Training Request Form, MSFSC Form 12410/60, enclosure (1). This may include arranging some or all of the travel items, such as travel orders, travel advance, rental car/shuttles, lodging, directions and delivery of travel orders and airline tickets or itineraries.

d. Maintain a file for each applicant and assist Wipers with processing, submitting and tracking their United States Coast Guard (USCG) WAP Upgrade applications for their new Qualified Member of the Engine Department (QMED) (Fireman-Water tender) and QMED Oiler Merchant Mariner Document (MMD) and STCW 95 certificate with RFPEW endorsements.

e. Obtain the MSFSC sea service letters prior to 14 March 2007 and MSFSC Drug Free letters and include them in the Wiper's application package.

f. Review the application for completeness and accuracy, then forward it to the USCG Regional Exam Center (REC) selected by the Wiper via certified mail or FedEx.

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3. RFPEW Program. The WAP Coordinator is additionally assigned as the CIVMAR Training Branch's STCW/RFPEW Program Coordinator to obtain and include the MSFSC RFPEW Program Certificates and USCG STCW 95 Certificates with RFPEW endorsements in the Engine Utility (EU) upgrade application package.

4. Entry into the Program. Participants in the WAP must:

a. Receive a satisfactory or better evaluation either/or recommendation by their MPS or shipboard supervisors (Chief Engineer).

b. Prior to attending QMED Fireman Oiler Water Tender (FOWT) training, participants must have completed their RFPEW Work and Record Book and received either the MSFSC RFPEW Program Certificate or the USCG STCW 95 certificate with the RFPEW endorsements, without any restrictions, and have 4 months documented engine sea time prior to starting courses.

c. In cases where the participant is very close to completing the MSFSC RFPEW Work and Record Book assessments and 90 watch endorsement requirements, the WAP Coordinator may make an exception for scheduling purposes and allow the CIVMAR to attend the EU Upgrade training courses before they have obtained the MSFSC RFPEW Program Certificate or USCG STCW Certificate with RFPEW endorsements. However, in such cases, the Wiper must submit in writing an explanation to the WAP Coordinator the circumstances that precluded the employee from obtaining the RFPEW Program Certificate or STCW RFPEW

Note: 1) The purpose of requiring the Wiper to obtain the MSFSC RFPEW Program Certificate or USCG STCW RFPEW endorsements beforehand is to ensure that the Command has a pool of certified Wipers. These Wipers may be used to fill positions that need not be EUs, but require USCG STCW RFPEW endorsements for watch standing.

2) These positions are found on some USCG Certificates of Inspection where they are generally referred to as "Specially Trained Wipers."

5. Required Sea Service: Applicants need 180 days minimum engine sea service time to be considered for an upgraded QMED FOWT/Oiler MMD. 120 days on a Steam vessel and 60 days on a Motor vessel are required. The required engine sea service (minimum of 180 creditable days) can be a combination of MSC engine sea service, or other USCG approved engine sea service from the U.S. Navy, other military services, U.S. government agencies, and from shipping companies in the private industries. Only the engine ratings will earn creditable engine sea time to use towards the requirements for an EU endorsement. The military DD-214 form or other service record pages are not sufficient evidence of sea service. CIVMARs must produce the "Transcription of Sea Service" form validating any military experience while attached to ships.

a. CIVMARs approved to attend the QMED FOWT training shall have earned a minimum of four (4) months creditable engine sea service and be in a position to attain the QMED

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FOWT/Oiler MMD within one-year of course completion, since the Personal Survival Craft (PSC) Certificates expire within one year.

b. A Wiper is not eligible for permanent promotion consideration to the position of EU until he/she has obtained a QMED FOWT and the RFPEW/STCW endorsements.

Note: The Wiper is responsible for obtaining and submitting the certified letters or documentation for prior USCG approved engine sea service experiences and obtaining MSC Master's sea service letters dated after 14 March 2007. Some MSFSC vessels in port (i.e., USNS Mercy and USNS Comfort) are considered low- operating tempo by the USCG and the USCG will only credit engine sea service at the rate of 60%, unless these ships go to sea.

6. Required training:

a. All WAP associated Training Request Forms, enclosure (1), must be submitted by the Wiper's Engine MPS while assigned to the CIVMAR Support Unit and from their Chief Engineer or Master onboard their assigned ship. The training will be coordinated through the WAP Coordinator. The successful applicant must complete the following USCG approved courses, **which are included in enclosure (3):**

- (1) QMED FOWT course (expires in one year, if not endorsed by USCG).
- (2) STCW PSC course certificate (expires one year from date of issue).
- (3) RFPEW course certificate.
- (4) Four STCW Basic Safety Training (BST) courses (expires in five-years):
 - (a) Basic Fire Fighting,
 - (b) Personal Survival,
 - (c) Elementary First Aid,
 - (d) Personal Safety and Social Responsibility.

b. The Wiper must submit their WAP application package including all the required certificates, USCG fee, and other required documents to the selected REC prior to the document's expiration periods. This will allow the REC enough time to review and process the MMD Upgrade Application package.

7. Training Sources. Normally, the PSC courses will be scheduled primarily at the MSFSC Training Center West, San Diego, CA or MSFSC Training Center East, Freehold, NJ. All MSFSC courses are USCG approved "in-lieu" courses and include the USCG approved completion certificates, so the Wiper will not have to test at the USCG REC.

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8. Application process. The application process for upgrading credentials to receive a USCG MMD including QMED FOWT with RFPEW endorsements are provided below:

a. The WAP application package must be mailed to the mariner's selected REC and include all of the items listed below and on the WAP Applications Check-Off List, MSFSC Form 12410/53, enclosure (3). The mariner must review and determine when the package is complete and mail the completed package to the selected REC for further processing:

- (1) USCG Application (CG 719b, Rev 03/04), enclosure (4)
- (2) USCG Physical Exam Report (CG 719K, Rev 03/04)
- (3) MSFSC Release of Information Authorization Letter, enclosure (4)
- (4) Engine sea service letter(s) (minimum of 180 creditable engine days)
- (5) MSFSC Drug Free Workplace Letter
- (6) Copy of MMD (back and front)
- (7) Copy of passport picture page
- (8) Two (2) passport pictures
- (9) USCG Scanner Image Form
- (10) QMED FOWT course certificate
- (11) STCW BST Basic Firefighting course certificate
- (12) STCW BST Personal Safety and Social Responsibilities course certificate
- (13) STCW BST Personal Survival course certificate
- (14) STCW BST Elementary First Aid course certificate
- (15) MSFSC RFPEW Program certificate
- (16) Check or Money Order/or copy of online receipt for having paid USCG fees.

Note: The USCG fee can be paid online at <http://www.pay.gov>. Submit a copy of the online receipt for payment with the application package.

b. The Wiper must submit their upgrade application package including all the required certificates, copy of receipt for having paid USCG fees, and other required documents to the

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selected REC prior to the document's expiration periods. This will allow the REC enough time to review and process the MMD Upgrade Application package.

c. CIVMARs may request reimbursement from the CIVMAR Training Branch, N131, for the new USCG WAP credential fees by submitting a SF-1164 and USCG fee receipts in accordance with the specific guidance in reference (a). You may obtain a SF-1164 from your Purser or CIVMAR Support Unit (CSU).

9. Receipt of credentials and permanent promotion consideration:

a. All CIVMARS with the required MMD endorsed as both RFPEW and QMED FOWT are required to submit copies of their new credentials to the WAP Coordinator and their MPS. Once received, the WAP Coordinator will close out the WAP file based on completion of the program requirements.

b. A Wiper is not eligible for permanent promotion consideration to the position of EU until they have obtained a MMC QMED FOWT and their STCW/RFPEW endorsements. The Engineering Department career path for non-officers begins at the position of Wiper which includes EU, 2nd Electrician, Electronic Technician, Pumpman, Unlicensed Jr. Engineer, Deck Engineer Machinist, Refrigeration Engineer and Chief Electrician in which each level promotion is based upon competitive merit promotion principles. Promotions from Wiper to Engine Utility are not automatic and are contingent upon employee's ability to achieve and maintain respective position requirements (training, security, medical, performance, etc), and availability of EU positions.

10. Responsibility and Procedures.

a. Marine Employment Division, Engine Employment Branch (N112) shall:

(1) Publish announcements for the WAP.

(2) Convene evaluation board review.

(3) Upon completion of board review, provide CIVMAR Placement Division, Engine Placement Branch Head (N112) a Certificate of Eligibles for selections to the program.

(4) Obtain signed Program Agreement from selectee. Provide signed agreement to Service Branch, N122, with copy to the WAP Coordinator and MPS.

(5) Process Administrative Reviews.

(6) Process permanent promotions to EU upon receipt of formal request from N112.

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b. N112 Marine Placement Specialist shall:

(1) Work with the program participants and N131 Engine WAP Coordinator to schedule training and shipboard assignment in support of the program.

(2) Ensure ship assignments are made that support the selectees' training continuum and provide, where possible, shipboard on- the- job training.

(3) Notify the N131 WAP Coordinator or N112, as appropriate, of any issues that might hinder a CIVMAR's ability to successfully complete the program.

c. CIVMAR Placement Division, Engine Placement Branch Head (N112) shall:

(1) Oversee and monitor program implementation.

(2) Make selections from the certification of eligibles based on manpower requirements.

(3) Review results of progress reports and personnel reviews and take appropriate action.

(4) Upon CIVMAR program completion, initiate administrative reviews and reviews of supervisory evaluations/promotion recommendations. Based on results of manpower requirements, provide formal notification to Marine Employment Division to effect a permanent promotion to EU.

d. CIVMAR Training Branch (N131) WAP Coordinator shall:

(1) Serve as the Program Coordinator and work with the MPS and Subject Matter Expert (SMEs) in order to determine applicant training requirements.

(2) Work with the appropriate MPS to schedule training. Secure quotas to designated programs schools. Cause HRMS competencies to be updated upon completion of program schools.

(3) Monitor participants progress in the program and provide relate reports. Initiate any required performance reviews and make recommendations to N112. Monitor program completion within required 24 month timeframe, Enclosure (5), provides a sample timeline.

(5) Prepare and make recommendation changes to the formal Training Bulletin required

(6) Brief the outline of this program at MSFSC's formal New Employee Orientation.

e. CIVMAR Candidate: CIVMAR candidates must submit application as per the job announcement. Upon selection into the program, personnel shall:

(1) Sign the WAP Agreement, enclosure (5).

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(2) Signed a Continued Serviced Agreement, enclosure (2), and returned signed and dated agreement to the N131 WAP Coordinator for the formal program course attended by the CIVMAR and paid for by MSFSC.

11. Additional information on USCG requirements: Should you need additional information regarding the USCG application requirements, please check with the local USCG REC located on the USCG website: www.uscg.mil/stcw.

12. Questions. Questions regarding this program may be address to the CIVMAR Support Center (CSC) at civmar@marinerssupport.com; 1-877-562-7672 or email the MSFSC CIVMAR Training Branch, N131 at MSFSC_CIVMAR_TRNG@navy.mil. The mailing address is:

Military Sealift Fleet Support Command
Attn: WAP Coordinator (N131)
471 East C. Street, Bldg SP-64
Norfolk, VA 23511-2419

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CIVMAR TRAINING REQUEST FORM (Rev. 10/09)
(HARD COPY VERSION)

Trainee Full Name: _____ **Last 4 SSN:** _____ **Rate:** _____ **Coast:** _____

Mariner Phone #: _____ **Mariner E-Mail:** _____

East Coast Ship Name: _____ **West Coast Ship Name:** _____ **CSU:** **E** **W** **Other:** _____
(Circle one)

Training Course Title	Vendor	Date From:	Date To:

Please provide specific dates you are available to train, in case the above dates you are requesting are not available:

Date From:	Date To:

Travel Orders Required? **Y** **N**

Orders to be completed by:

Depart From: **CSU E** **MSFSC** **SHIP** **Hotel** **LANT Ship** **PAC**
Ship **Other** **CSU W** **Home**

If 'Other' - Provide Address: _____

Desired Departure Date or N/A: _____

Transportation: **COMAIR** **MSC Bus** **POV** **Rental Car** **Taxi**

Nearest Airport Name or N/A: _____

Lodging Required at Training Location: **Y** **N** **N/A**

Required Ground Transportation: **N/A** **Passenger** **POV** **Rental Car** **Taxi**

Rental Car-Does Marine Have a Valid Driver's License? **Y** **N** **N/A**

Rental Car-Does Mariner Have a Credit Card (not a debit card)? **Y** **N**

Privacy Act Statement

Authority — This information is being collected under the authority of 5 U.S.C. § 4115, a provision of The Government Employees Training Act.

Purposes and Uses — The primary purpose of the information collected is for use in the administration of the HRMS to document the nomination of trainees and completion of training. This information becomes a part of the permanent employment record of participants in training programs, and is subject to all of the published routine uses of that system of records.

Effects and Nondisclosure — Providing the personal information requested is voluntary; however, failure to provide this information may result in ineligibility for participation in training programs or errors in the processing of training you have applied for or completed.

Information Regarding Disclosure of your Social Security Number (SSN) Under Public Law 93-579, Section 7(b) — Your partial SSN will be used primarily to give you recognition for completing the training and to accumulate MSFSC-wide training statistical data and information. The use of partial SSNs is necessary to differentiate between current employees who may have identical names and/or birth dates and whose identities can only be distinguished by using a portion of their SSNs.

FOR OFFICIAL USE ONLY

MSFSC 12410/60A (Rev 10-09)

Enclosure (1)

MSFSC TRAINING INFORMATION BULLETIN
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CIVMAR TRAINING REQUEST FORM (Rev. 10/09)
(HARD COPY VERSION)

Return To: **CSU E** **CSU W** **Home** **Hotel** **LANT Ship** **PAC**
Ship **Other**

If '**Other**' – Provide Address: _____

Transportation: **COMAIR** **MSC Bus** **POV** **Rental Car** **Taxi**

Nearest Airport Name or N/A: _____

Desired Return Date or N/A: _____

Does Mariner Require a Pay Advance: **Y** **N** **N/A**

Mariner will be LPI'd From Ship: **Y** **N** Date: _____

Disposition of Travel Orders-Send to: **Contract Hotel** **CSU E** **CSU W** **Home** **MSFSC** **Other**

If '**Other**' - provide e-mail address or fax # of where orders are to be sent:

Additional Remarks

Approved by: (MPS, Ship Supervisor Name) _____

Date: _____

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CONTINUED SERVICE AGREEMENT (Rev 3/2011)

Note: This agreement must be signed by the nominee for Government training that exceeds 80 hours (or such other designated period, less than 80 hours as prescribed by the agency) for which the Government approves payment of training costs prior to the commencement of such training. Nothing contained in this agreement below shall be construed as limiting the authority of an agency to waive, in whole or in part, and obligation of an employee to pay expenses incurred by the Government in connection with the training.

CONTINUED SERVICE AGREEMENT

Employees, who are selected to training for more than a minimum period as prescribed in Title 5 USC 4108 and 5 CFR 410.309, see your supervisor for more information on the internal policies to implement a continued service agreement.

Employee's Agreement to Continue in Service

1. I AGREE that, upon completion of the Government sponsored training described in this authorization, if I receive salary covering the training period, I will serve in the agency for one additional year after completion of this program. If I received no salary during the training period, I agree to serve the agency for a period equal to the length of the training, but in no case less than one month. (The length of part-time training is the number of hours spent in class or with the instructor). The length of full-time training is eight hours of each day of training, up to a maximum 40 hours a week.

Note: For the purposes of this agreement the term "agency" refers to the employing organization (such as an Executive Department or Independent Establishment), not to a segment of such organization).

2. If I voluntarily leave the agency before completing the period of service agreed to in item 1 above, I AGREE to reimburse the agency for fees, such as the tuition and related fees, travel, and other special expenses (EXCLUDING SALARY) paid in connection with my training. These fees are reflected in Section C Costs and Billing Information. Note: Addition information about fees and expenses can be found in the Guide to Human Resource Reporting (GHRR). <http://www.opm.gov/feddata/ghrr/index.asp>.

3. I FURTHER AGREE that, if I voluntarily leave the agency to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed, I will give my organization written notice. Of at least ten working days during which time a determination concerning reimbursement will be made. If I fail to give this advance notice, I AGREE to pay the full amount of additional expenses 5 U.S.C. 4108 (a) (2) incurred by the Government in this training.

4. I understand that any amount of money which may be due to the agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.

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CONTINUED SERVICE AGREEMENT

Employee's Agreement to Continue in Service

5. I FURTHER AGREE to obtain approval from my organization and the person responsible for authorizing government training requests of any proposed change in my approved training program involving course and schedule changes, withdrawals or in-completions, and increased costs.

6. I acknowledge that this agreement does not in any way commit the Government to continue my employment. I understand that if there is a transfer of my service obligation to another Federal agency or other organization in any branch of the Government, the agreements will remain in effect until I have completed my obligated service with that other agency or organization.

Estimated Period of Obligated Service (EPOS): _____ **(number of days)**

Employee's Full Name: _____

Employee's Signature: _____

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Mariner's Name: _____

Mariner's last 4 of SSN: _____ USCG REC: _____

QMED UPGRADE AND RFPEW/STCW APPLICATION CHECK-OFF LIST					
✓	Item	Date Completed		Remarks	Original Or Copy?
	USCG Upgrade Application			Attach Sec. III Written Statements/Court, Police or DMV Documents for Yes answers	Original
	USCG Physical Exam Report			Expires six months after exam	Original
	Release of Info Letter				Copy
	Sea Service Letter(s)			Required 180 creditable Engine Steam/Turbine Sea time	Copy
	MSFSC DFWPC Drug Free Letter			Expires six months after signed Obtained by WAP Program Coordinator (N-161)	Original
	MMD Front/Backside				Copy
	Passport Book Picture Page			Required to initiate National Security Check	Copy
	QMED Course Certificate			Expires in one year from the date of course completion if not endorsed by USCG	Copy
	Basic FF Course Certificate				Copy
	First Aid Course Certificate				Copy
	PSSR Course Certificate				Copy
	Personal Survival Course Certificate				Copy
	MSFSC RFPEW Program Certificate			Issued by MSFSC CIVMAR Training Br., after receiving RFPEW Work and Record Book	Copy
	TWIC Card Front/Backside				Copy
	Check/Money Order/Online (Receipt) \$140.00			Pay to order of "USCG"	Original

**MSFSC TRAINING INFORMATION BULLETIN
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DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD 12-019B (Rev. 03/99)	Application for License as an Officer, Staff Officer, or Operator and for Merchant Mariner's Document	OMB 1625-0040 Exp. 06/31/2012 Page 3
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Section VI - Certification and Oath

Certification (Mandatory)

Whoever, in any manner within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, violates the U. S. Criminal Code at Title 18 U. S. C. 1001 which subjects the violator to Federal prosecution and possible incarceration, fine or both.

I certify that the information on this application is true and correct and that I have not submitted any application of any type to the Officer-in-Charge, Marine Inspection in any port and been rejected or denied within 12 months of this application.

<input checked="" type="checkbox"/> Signature of Applicant agreeing to the above statement	Date
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Oath (For originals only. Coast Guard official must witness applicant signature.)

I do solemnly swear or affirm that I will faithfully and honestly, according to my best skill and judgment, and without concealment and reservation, perform all the duties required of me by the laws of the United States. I will faithfully and honestly carry out the lawful orders of
our superior officers aboard this vessel.

<input checked="" type="checkbox"/> Signature of Applicant	Date	Signature of Coast Guard Official	Date
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U.S. Coast Guard Use Only

Section VII - REC Application Approval

Signature of Approving Official	REC	(Application has been approved on this date) Date
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Section VIII - REC Citizenship Verification & Credential Issuance

Indicate Proof of Citizenship below (For non U.S. also include I.N.S. Alien Registration #)

License Endorsement(s) Issued	Document Rating(s) Issued
Issue Number	License Serial Number
Expiration Date	MMD Serial Number
	Expiration Date

<input type="checkbox"/> Check box if corresponding STCW certificate was issued.		
Signature of Issuing Official	REC	Date

Section IX - NMC Verification of Duplicate Transactions

Ratings/Endorsements Authorized	
Signature of Approving NMC Official	Date

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DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5198 (Rev 05/06)	Application for License as an Officer, Staff Officer, or Operator and for Merchant Mariner's Document	OMB 1625-0040 Expires 05/31/2012 Page 4
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PRIVACY ACT STATEMENT

In accordance with 5 U.S.C. 552a(e)(3), THE FOLLOWING INFORMATION IS PROVIDED TO YOU WHEN SUPPLYING PERSONAL INFORMATION TO THE U.S. COAST GUARD.

- AUTHORITY WHICH AUTHORIZED THE SOLICITATION OF INFORMATION
 - 46 U.S.C. 7302, 7305, 7314, 7316, 7319, AND 7502
 - SEE 46 CFR PARTS 10 AND 12.
- PRINCIPLE PURPOSES FOR WHICH INFORMATION IS INTENDED TO BE USED.
 - TO ESTABLISH ELIGIBILITY FOR A MERCHANT MARINER'S DOCUMENT, DUPLICATE DOCUMENTS, OR ADDITIONAL ENDORSEMENTS ISSUED BY THE COAST GUARD.
 - TO ESTABLISH AND MAINTAIN A CONTINUOUS RECORD OF THE PERSONS DOCUMENTATION TRANSACTIONS.
 - PART OF THE INFORMATION IS TRANSFERRED TO A FILE MANAGEMENT COMPUTER SYSTEM FOR A PERMANENT RECORD.
- THE ROUTINE USES WHICH MAY BE MADE OF THE INFORMATION.
 - TO MAINTAIN RECORDS REQUIRED BY 46 U.S.C. 7319 AND 7502.
 - TO ENABLE ELIGIBLE PARTIES (i.e. the mariner's bona fide or properly designated representative) TO OBTAIN INFORMATION.
 - TO PROVIDE INFORMATION TO THE U.S. MARITIME ADMINISTRATION FOR USE IN DEVELOPING MANPOWER STUDIES AND TRAINING BUDGET NEEDS.
 - TO DEVELOP INFORMATION AT THE REQUEST OF COMMITTEES OF CONGRESS.
 - TO PROJECT BUDGET ASSIGNMENTS AT COAST GUARD MARINE INSPECTION SAFETY OFFICES.
 - TO PROVIDE INFORMATION TO LAW ENFORCEMENT AGENCIES FOR CRIMINAL OR CIVIL LAW ENFORCEMENT PURPOSES.
 - TO ASSIST U.S. COAST GUARD INVESTIGATING OFFICERS AND ADMINISTRATIVE LAW JUDGES IN DETERMINING MISCONDUCT, CAUSES OF CASUALTIES, AND APPROPRIATE SUSPENSION AND REVOCATION ACTIONS.
- WHETHER OR NOT DISCLOSURE OF SUCH INFORMATION IS MANDATORY OR VOLUNTARY (Required by law or optional) AND THE EFFECTS ON THE INDIVIDUAL IF ANY. OF NOT PROVIDING ALL OR PART OF THE REQUESTED INFORMATION IS VOLUNTARY. DISCLOSURE OF THIS INFORMATION IS VOLUNTARY, BUT FAILURE TO PROVIDE MAY RESULT IN NON-ISSUANCE OF THE REQUESTED DOCUMENT(S).

"An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number."

"The Coast Guard estimates that the average burden for this report is 10 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: Commanding Officer, U. S. Coast Guard National Maritime Center, 4900 Wilson Blvd, Suite 630, Arlington, VA 22203-1804 or Office of Management and Budget, Paperwork Reduction Project (1625-0040), Washington, DC 20503."

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5198 (Rev 05/06)	Application for License as an Officer, Staff Officer, or Operator and for Merchant Mariner's Document	OMB 1625-0040 Expires 05/31/2012 Page 1
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Section I - Personal Data

(For CG Use Only) Date Application Received _____

Name (Last, First, Middle) _____ (Maiden Name if applicable)		Social Security Number _____	
Date of Birth (Month, Day, Year) ____/____/____	Place of Birth (City, State, Country) _____, _____, _____		Country of Citizenship _____
Color of Eyes _____	Color of Hair _____	Height _____ ft _____ in	Weight _____ lbs
Mailing Address, City, State, Zip Code (PO Boxes are acceptable) _____ _____ _____		Phone Number (____) _____-____	
		FAX Number (____) _____-____	
		E-mail Address _____ _____	
Next of Kin's Name and Mailing Address, City, State, Zip Code _____ _____ _____		Relationship _____	
		Next of Kin's Phone Number (____) _____-____	
		Next of Kin's E-mail Address _____ _____	

Parental or Guardian's Consent

I am under 18 years old and a notarized statement of parental/guardian consent is attached.

Section II - Type of Transaction

MSFSC TRAINING INFORMATION BULLETIN
WIPER ADVANCEMENT PROGRAM

MILITARY SEALIFT FLEET SUPPORT COMMAND
WIPER ADVANCEMENT PROGRAM (WAP) SERVICE AGREEMENT
(INTERNAL SELECTEE)

To: Military Sealift Fleet Support Command
Human Resources and Manpower Department N1
Attn: CIVMAR Employment Division N142
471 East C Street, Bldg. SP-64
Norfolk, VA 23511-2419

I, _____, SSN: XXX-XX-_____,
understand I have been internally selected as a Wiper and that such selection requires my participation in the Wiper Advancement Program (WAP) with the Military Sealift Fleet Support Command (MSFSC) in order to obtain the United States Coast Guard required sea time and the experience necessary to advance within the Engine Department.

As a WAP participant, I am required to accrue a minimum of 6 months Engine Department sea time, complete all assessments (steam, motor and all propulsion) in the Rating Forming Part of an Engineering Watch (RFPEW) Work and Record Book. I acknowledge that I will have to sail on both motor and steam platforms and may have to sail either East or West Coast in order to complete these requirements. I will be required to obtain Fireman/Watertender and Oiler (FOWT) endorsements on my Merchant Mariner's Document (MMD), and a Standards of Training, Certification and Watchkeeping (STCW) certificate endorsed with RFPEW QMED-Oiler and QMED-Fireman/Watertender.

I will arrange to test to obtain the aforementioned MMD endorsements and full STCW certification. I will be given 18 months to complete the program requirements. At that time, I will become eligible for consideration for permanent promotion from Wiper to Engine Utilityman (EU). I understand that selection will also be contingent on the successful completion of an administrative review (medical, security, discipline, etc), and a review of supervisory evaluation and input regarding my performance and readiness for permanent promotion to EU. I also understand that an authorized EU position must be available in order for the promotion to be effected.

My signature below constitutes acceptance of this agreement for which I shall complete the RFPEW Work and Record Book, obtain the FOWT endorsements and full STCW certificate within 18 months from the date of this agreement. It is further understood that failure to comply with this agreement for any reason (security clearance, medical condition, disciplinary action, poor performance, etc.) may result in termination of my employment with MSFSC or assignment to another position within MSFSC based on the need of the command.

Signature _____

Date _____

Please sign and return original to the above address, or fax to 757-443-2935.

Original to: Mariner's OPF

Copy to: CIVMAR Placement Division (N112), CIVMAR Workforce Development (N131)

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Enclosure (5)